

JANUARY 5, 2024

**TO:** All Responders under Request for Proposal (RFP) No. 23-500656

**FROM:** Department of Purchasing and Contracting, DeKalb County, Georgia

**ADDENDUM NO. 3**

Request for Proposal (RFP) No. 23-500656 for Staff Augmentation for Information Technology Services (Multi-Year), is hereby amended as follows:

A. The following questions were submitted and received pertaining to this RFP; the County's responses are as follows:

**Question 1.** How many candidates are currently within the First Source Database?

**Response:** The First Source Registry accounts for 1000+ applicants for query.

**Question 2.** Page 48 - First Source Job Ordinance from Sample County Contract: It states that contractors will be encouraged to have 25% of their workforce for the project from the First Source Registry. Would failing to meet the 25% workforce fulfillment from the First Source Registry affect the contract preference?

**Response:** This is applicable to construction contracts only.

**Question 3.** Is the Attachment I "New Employee Tracking Form" needed to be submitted with the proposal? If so, can you please provide the approximate number of anticipated hiring?

**Response:** Yes, The New Employee Tracking Form needs submitted with the proposal. The responder is responsible for listing the approximate number of anticipated hiring to fill jobs created or maintained as a direct or indirect result of public funding. The "Good Faith Effort" stipulation in the Ordinance will have been addressed once contractors confirm staffing needs. Contractors with staffing needs must communicate with WSD Business Specialist to post the positions and secure candidates in order to satisfy this stipulation. If there are no staffing needs, then the requirement has been successfully satisfied.

**Question 4.** Please confirm if the Business Service Request Form and Employment Roster are required after award?

**Response:** The Business Service Request form is to be submitted with the bid proposal. If no initial hiring was anticipated during the RFP process, The Contractor is still responsible to Make a good faith effort to fill fifty (50) percent of the jobs created by the eligible project with individuals from the first source register within one hundred twenty (120) days of executing any agreement with the county; after execution of award.

**The Employment Roster:** The responder after electing to use the First Source Registry will be asked to submit an Employment Roster post award. The awardee should be prepared to complete this form upon established monthly, quarterly, or annual request of the First Source Representative.

**Question 5.** When the County releases requisitions (or job orders) to suppliers, will the County define their own bill rate range that all suppliers are to stay within, or will each supplier be contractually required to stay within the specific fee structure they provide.

**Response:** Suppliers must stay within the fee structure provided in the Cost Proposal.

**Question 6.** Is it obligatory to include rates for all positions?

**Response:** While the submission of consultants for all line items from each of the specified categories is not mandatory, it should be noted that preference will be extended to firms proposing expertise across all line items, from multiple categories. Leaving any line items blank may result in point reduction(s) from the cost criteria.

**Question 7.** The candidates need 5 to 10 years of experience for Standard hourly rate but is it only US based, or will you consider offshore experience also?

**Responses:** All relevant, and verifiable experience will be considered.

**Question 8.** Do we need to provide any sample resumes regarding the job roles mentioned under Staff Augmentation Categories

**Response:** No, as advertised in the RFP, detailed resumes of team members and subcontractors who will be directly working on the project, will need to be attached to RFP submission. Candidates' resumes ONLY apply to the awarded contractor and must be provided when candidates are requested by the County.

**Question 9.** Can we submit our response for a single category or for all categories

**Response:** Please see response to question# 6 above.

**Question 10.** Could you let us know if there are any incumbents for these roles?

**Response:** As stated in previous addenda, Incumbent information must be requested, via an open records request (ORR) from our County website. Please revisit [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov) for further instructions on how to submit an ORR.

**Question 11.** Can we provide hourly rate ranges for the job roles

**Response:** No, responder must provide single rates; not ranges on the Cost Proposal Form. As stated in previous addenda and as advertised in the RFP, responders shall not alter the Cost Proposal, please see the cost proposal's notes to the Responder at the end of the cost proposal form.

After completing the cost proposal, you may include projected or estimated rate increases on a separate sheet and submit with your cost proposal, however, please be reminded that all rate increases must be consistent with and relative to rate changes originating with and compelled by market trends, and documented proof must be presented. The County may, at its sole discretion, approve or disapprove the requested increases, in whole or in part.

**Question 12.** Can you share which roles are onsite and /or remote work?

**Response:** As stated in previous addenda, work can be performed remotely/onsite/hybrid. It depends on the project and needs.

**Question 13.** Is a local office or a local representative required? If yes, how often is the local representative expected to be onsite? Any hourly time requirements?

**Response:** No.

**Question 14.** If remote support is desirable by DeKalb County, what specific requirements or expectations do you have in terms of remote support capabilities, tools, security measures, and communication protocols?

**Response:** To integrate seamlessly into the County’s environment and workflows and perform effectively, remote consultants should have the following:

- **Reliable computer with sufficient processing power and memory.**
- **Stable, high-speed internet connection with backup is preferable.**
- **Ability to connect to platforms like Zoom and Microsoft Teams with audio and video.**

**Question 15.** Are there any challenges, pain points or issues with the current vendor(s)?

**Response:** No.

**Question 16.** Do the hourly rates need to be inclusive of the holidays?

**Response:** No, consultants are not allowed to bill on County Observed Holidays.

**Question 17.** Are the staff augmentation assignments a minimum of 6 months?

**Response:** No, it depends on the project.

**Question 18.** Do you intend to move the current contractors to new vendors, if the incumbent vendor(s) are not awarded again?

**Response:** Yes.

**Question 19.** What is the interview process like when accepting resumes? And how many interviews happen prior to the offer?

**Response:** From selection of resumes provided, the County will conduct one (1) or two (2) rounds of interviews and select candidate that best fits position.

**Question 20.** What work statuses are acceptable for this role (USA citizen, HB1, etc.)?

**Response:** Various work statuses are acceptable for this role. The acceptability is subject to compliance with U.S. employment legal requirements.

**Question 21.** Is there a page limit or other formatting guidelines for the technical proposal?

**Response:** Please review the advertised RFP, entire section of III. PROPOSAL FORMAT for guidelines; and submit technical proposal accordingly.

**Question 22.** Is this an old contract or new contract?

**Response:** As stated in previous addenda, the RFP is new, the project it not.

**Question 23.** How many positions were used in the previous contract?

**Response:** Please see the response to question# 10 above.

**Question 24.** How many positions will be required per year or throughout the contract term?

**Response:** The number of IT resources will vary and is dependent upon projects and funding approved by our Board of Commissioners (BOC).

**Question 25.** If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

**Response:** The County will notify the contractor when a candidate is needed.

**Question 26.** Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

**Response:** Please see the response to question# 12 above.

**Question 27.** What types of positions are you looking to offer? Are you open to offering both full-time and contract-based position?

**Response:** Please re-review the Scope of Work advertised RRP. This RFP is for Professional Services - Staff Augmentation. Our goal is to complement the existing workforce within the Innovation & Technology Department on a contractual basis.

**Question 28.** Are the listed minimum required technical skills considered essential or are they merely preferred qualifications?

**Response:** Most of the required technical skills are essential. However, there are some preferred skills and qualifications that are outlined in the role descriptions section in the advertised RFP.

**Question 29.** Will there be any additional positions introduced within this contract, aside from the positions mentioned in the RFP?

**Response:** No.

**Question 30.** We intend to participate as a prime vendor but are not a Georgia based firm. Will this negatively impact our score?

**Response:** As stated in previous addenda, DeKalb County wishes to provide maximum practicable opportunities for all valid businesses to participate in the performance of government contracts. Please re-review the advertised RFP for business license requirements, as well as the criteria for evaluation.

**Question 31.** Is it mandatory to submit a business license from Georgia, or will a business license from any state be acceptable?

**Response:** Please see the response to question# 30 above.

**Question 32.** How many positions do you anticipate during the first year of the contract?

**Response:** Please see the response to question# 24 above.

**Question 33.** What has been the average or typical duration (in days, months, or hours) for positions requested in the past?

**Response:** It can vary, depending on the project and need.

**Question 34.** What percentage of temporary personnel has Dekalb County converted to full time employees in the past?

**Response:** Please see the response to question# 10 above.

**Question 35.** What is the required response time from when Dekalb County makes a request for a temporary contractor to when a vendor is expected provide candidates?

**Response:** As stated in the previous addenda, responders will be allowed five (5) working days to present resumes of proposed individuals from the time of the request by the County. The individuals selected must be available to begin work within fifteen (15) working days from the date selected by the County.

**Question 36.** How will Dekalb County choose a candidate from one of the awarded vendors? Since, vendors will have different rates and candidates with different skills and experience.

**Response:** The County will choose a candidate based on a thorough evaluation of awarded vendors, considering varying rates, skills, and experience to ensure the optimal fit for the project.

**Question 37.** Does the client's evaluation process provide an advantage of any kind for local businesses?

**Response:** No.

**Question 38.** Has DeKalb County ever awarded this work to a non-local vendor?

**Response:** As stated in the previous addenda, details on previous or current contracts must be requested, via an open records request (ORR) from our County website. Please revisit [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov) for further instructions on how to submit an ORR.

**Question 39.** Will that contract allow a vendor to bill for overtime, even in just cases of travel?

**Response:** Overtime is not permitted unless approved in advance and is necessary to meet business/project needs.

**Question 40.** What is most important to DeKalb County when choosing a temporary staffing vendor to partner with?

**Response:** Please re-review the advertised RFP, section II. SCOPE OF WORK, in its entirety to ensure a complete understanding.

**Question 41.** Because there is the potential of transitioning 20 incumbent contractors to our employment, can you please provide details on their titles, pay rates, accrued leave, etc.?

**Response:** Please see the response to question# 10 above.

**Question 42.** How many Prime Vendors currently exist in the program?

**Response:** Please see response to question# 10 above.

**Question 43.** Are there any roles planned or previous, that require/required a security clearance?

**Response:** No, the County does not require security clearance.

**Question 44.** According to the RFP, there are 20 active consultants. Is the intention to retain these consultants through the newly awarded supplier or maintain the existing relationship with originating supplier?

**Response:** Yes, the current consultants will be transferred transitioned to the new vendor should the incumbent not be selected again.

**Question 45.** What is the breakdown of skillsets of the 20 active consultants?

**Response:** Please see response to question# 10 above.



**Question 46.** What is the intended average tenure for contractors?

**Response:** Tenure depends upon the project and business needs.

**Question 47.** Will redlines to the sample agreement be negotiable prior to being selected? i.e. Section N; Contractor’s Status?

**Response:** Yes. However, if there can be no consensus reached from all parties, the contractor may risk being deemed non-responsive.

**Question 48.** How will suppliers be selected?

**Response:** Please re-review the advertised RFP, section VI. AWARD OF CONTRACT on how the supplier(s) will be awarded.

**Question 49.** Would Supplier be required to supply equipment for contractors?

**Response:** The County will supply equipment when necessary.

**Question 50.** Can you please elaborate on the requirements related to the Federal Work Authorization Program as it relates to this bid?

**Response:** Please re-review the Scope of Work in the advertised RFP on work authorization expectations, as well as the sample County Contract (attachment F) concerning contractor, subcontractor & sub-subcontractor evidence of compliance & federal work authorizations; including the mandatory Responder Affidavit (attachment G), which all must be completed and submitted with proposal.

**Question 51.** Is security clearance required for any roles? If yes, can you please elaborate?

**Response:** No, the County does not require security clearance. However, a background check is required.

**Question 52.** What background checks are required for these roles?

**Response:** A Local, State, and Federal criminal background check, to include identity, education and work experience confirmation is required for all consultants. A global background check is required for individuals with an international background.

**Question 53.** What background check provider do you utilize?

**Response:** Contractor(s) is responsible for performing background checks for all consultants after selection and before starting work at the County.

**Question 54.** Are there any technical testing requirements? If so, what are they?

**Response:** Contractor(s) is required to prescreen the candidates and evaluate the candidates for applicable technical competencies prior to submitting them to the County.

**Question 55.** How will requests for resources be released to us? E.g., through a VMS or email?

**Response:** Resources will be requested via email.

**Question 56.** Are the prime vendors or the subcontractor or LSBE vendors intended to provide direct oversight to contract resources (I.e. day to day management and supervision), OR define and manage outcomes/deliverables OR are is Dekalb County Leadership intending to provide direction to the contractor/consultants day to day and collaborate with the supplier/vendor to ensure successful performance, while the supplier has “HR Management” responsibilities (I.e hiring, termination, onboarding and off boarding) but may collaborate with the hiring mgrs with Dekalb County to quality checks/quality assurance or coaching and mentoring to contractors/consultants.

**Response:** No. Contract resources will work closely with the assigned Manager, who will provide work direction and oversight. The supplier will maintain all HR responsibilities and tasks and collaborate with assigned manager if needed.

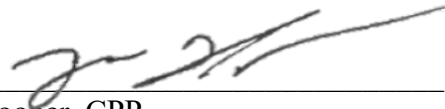
**Question 57.** Page 21 - Section K, If the responder is not a Georgia corporation, responder shall submit a certificate of authority to transact business in the state of Georgia and a copy of its valid business license issued by its home jurisdiction. We are authorized to.

- a. How many days will it take to obtain a certificate of authority from the county or state?
- b. Guide us on obtaining the Certificate of Authority from County or State?

**Response:** This is not a DeKalb County process, please contact the Georgia Secretary of State's office, or visit their website for COA information.

It is the responsibility of each responder to ensure all awareness of all addenda issued under this RFP. Please sign and return this addendum with technical proposal. You may email Jovan Hooper, Senior Procurement Agent at [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov) before the proposals are due to confirm the number of addenda issued.

All other conditions remain in full force and effect.



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Jovan Hooper, CPP  
Senior Procurement Agent  
Department of Purchasing and Contracting

**ACKNOWLEDGMENT**

Date: \_\_\_\_\_

The above Addendum is hereby acknowledged:

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(NAME OF RESPONDER)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)